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*Rewritten by Mr. [redacted]
and signed by DCI
14 March 56 140356*

Honorable Wayne L. Hays
Chairman, Subcommittee to
Investigate Federal
Printing
House of Representatives
Washington 25, D. C.

Dear Mr. Hays:

I am pleased to furnish you the following information on forms management and other paperwork management activity in the Central Intelligence Agency, as requested in your letter of March 1, 1956.

A forms management program was instituted by our predecessor, the Strategic Services Unit, in 1946. It is a continuous reduction in cost management improvement program which includes all the elements of forms management recommended by the Hoover Commission. However, the recommendations of the Hoover Commission regarding paperwork imposed on private industry are not generally applicable to this Agency.

The effectiveness of our Forms Management Program has steadily increased. Savings have been directly proportional to the number of forms brought under the examination of our staff. For example, while bringing 88% more forms under control by 1955 than were controlled in 1953, we reduced by 52% the average number of copies printed per form. During the same period the number of requests for reprinted forms was proportionally reduced. These actions have materially lowered the cost of printing, procuring and distributing forms, and permitted our staff to direct more attention to the essentiality, design, and functional use of forms. Substantial savings have resulted from our Forms Management Program.

Forms management is but one segment of our paperwork management activity. In 1950 compliance with the Federal Records Act was achieved by establishing programs for control over the creation, maintenance and use, and disposition of records. Today we have a substantially integrated system for paperwork management which consists of active programs in:

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Office business machines
Regulations control
Forms management
Correspondence management
Reports management
Vital materials
Microfilming
Records systems, including office filing and
mail operations
Filing equipment and supplies standardization
and utilization
Records disposition

These programs are administered on a decentralized basis.
Overall direction and coordination is rendered by the Chief of my
Management Staff.

I feel that we are making excellent progress in meeting the
standards recommended by the Hoover Commission. This was borne
out in a classified report which compared the operations and
accomplishments of our Records Management Program with the findings
and recommendations of the second Hoover Commission. If you wish
I shall have prepared for you an unclassified resume of this report.

I am enclosing descriptive material on several elements of our
Records Management Program. If you desire additional information to
assist you in your study, please call Mr. Norman S. Paul my
Legislative Counsel, on code 143, extension 734.

Sincerely,

Allen W. Dulles
Director

Enclosures (4)